



March 2002

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### MAR

**March 18 ♦** Trustmark letter sent to part-time employees affected by termination of health insurance

**March 25 ♦** Open Enrollment materials other than Spotlight and Selection Guide available for orders (tentative)

**March 28 ♦** Tentative date for publication of Spotlight newsletter and Selection Guides for spring Open Enrollment

### APR

**April 2 ♦** Distribution tentatively scheduled for Spotlight, Open Enrollment posters and Selection Guides to Benefits Administrators

**April 8 ♦** Tentative date for mailing of non-Medicare retiree and Extended Coverage rate notification packages

**April 15 – May 15 ♦** Health Benefits Open Enrollment for all state agencies, colleges and universities

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# B.A. Bulletin

## Health Insurance Limited For Part-Time Employees

Trustmark Insurance Company will no longer provide health insurance to part-time state employees effective July 1, 2002. Plan participants will receive a letter from Trustmark soon notifying them that their coverage will be terminated.

Since early 2000, the State Health Benefits Program has provided a choice of employee-paid health insurance plans to part-time employees through Trustmark and Trigon Blue Cross Blue Shield. These plans have been part of The Provider Network administered by Fringe Benefits Management Company (FBMC) and the premiums were paid through payroll deduction.

While Trigon will continue to offer a plan to part-time employees, payroll deduction will no longer be an option.

## New BES Instructions Guide On The Web!

Now available in one handy reference guide are information about BES and keying instructions for unique situations. The BES Instructions Guide will be used in Benefits Administrator training and may be found on the DHRM Web site under the Resources For BAs tab on the Health Benefits page:  
[www.dhrm.state.va.us/services/health/admresrc.htm](http://www.dhrm.state.va.us/services/health/admresrc.htm).

## Look For A More Versatile EmployeeDirect!

Starting in April, EmployeeDirect will perform multiple actions. The result: employees will be able to do more without using paper!

- EmployeeDirect may be used to make not only Open Enrollment changes, but also elections based on qualifying mid-year events. Employees without Web access may continue to submit an Enrollment/Waiver form.
- EmployeeDirect will communicate with employees only by e-mail. Employees must have access to a work e-mail to receive their confidential passcode. A B.A. memo will be sent to you soon with additional information on loading the work e-mail of your agency's employees into the Personnel Management Information System (PMIS).
- There will no longer be an IVR version of EmployeeDirect.

Visit EmployeeDirect at  
[www.dhrm.state.va.us/hbenefit.htm](http://www.dhrm.state.va.us/hbenefit.htm).

## Materials Distribution Update

Our tentative schedule calls for distribution of Spotlight and the Health Benefits Selection Guide to agency Benefits Administrators the week of April 1. We will provide additional details in a B.A. Memo later this month.